

# **AIRCRAFT DISPATCHER**

## **UNIT 0 – COURSE INTRODUCTION**

### **INSTRUCTIONS TO THE INSTRUCTOR**

This unit of instruction should be done by the lead instructor, who should be very familiar with the course material.

The tone of the unit should be positive and upbeat. Make the student feel good about this training experience.

The course agenda must be prepared and inserted into the Student Workbooks prior to class or distributed as a handout during the Unit 0 presentation.

## NOTES

## **DETAILED LESSON OUTLINE**

<b>COURSE:</b>	Aircraft Dispatcher
<b>UNIT:</b>	0 – Course Introduction
<b>LESSON:</b>	NA
<b>TIME:</b>	30 minutes
<b>TRAINING AIDS:</b>	Overhead projector or computer with CD-ROM and computer projector; projection screen; markers, masking tape or tacks; handouts; flip chart
<b>OBJECTIVES:</b>	<p>Upon completion of this unit, the lead instructor will have:</p> <ul style="list-style-type: none"><li>• Introduced the course to the students.</li><li>• Introduced the participants in the course (students and cadre).</li><li>• Defined the cadre's and students' expectations of the course and each other.</li><li>• Defined the objectives of the course.</li><li>• Defined the aircraft dispatcher's job.</li><li>• Explained administrative details.</li><li>• Defined the course evaluation and student evaluation process and criteria.</li><li>• Introduced course materials to students.</li></ul>

OUTLINE	AIDS & CUES
I. WELCOME	00-01-ACDP-EP
II. INTRODUCTIONS <ul style="list-style-type: none"> <li>• Student Introductions</li> <li>• Cadre Introductions</li> </ul>	
III. COURSE OBJECTIVES	
A. Describe the roles and responsibilities of an aircraft dispatcher within the organization.	00-02-ACDP-EP
B. Complete the appropriate Resource Orders when mobilizing air resources such as airtankers, helicopters, and smokejumpers.	00-03-ACDP-EP
C. Describe the importance of airspace coordination during wildland fire operations and actions/procedures followed by an aircraft dispatcher to mitigate airspace conflicts.	00-04-ACDP-EP
D. Identify types of frequencies commonly used during wildland fire operations and the reference materials utilized for frequency management.	00-05-ACDP-EP
E. Determine when flight following is required and identify appropriate methods for given situations.	00-06-ACDP-EP
F. Use and complete administrative forms such as FS-122, OAS-23, SAFECOM, etc., and follow procedures and guidelines associated with those forms.	00-07-ACDP-EP
IV. UNIT TOPICS	00-08-ACDP-EP
A. Aircraft Flight Planning	
B. Administration	

OUTLINE	AIDS & CUES
<p>C. Flight Following</p> <p>D. Aircraft Use Report</p> <p>E. Communications</p> <p>F. Airspace Coordination</p> <p>G. IAMS/CAHIS</p> <p>H. Airspace Mapping</p>	
<p>V. SCHEDULE OF EVENTS</p> <p>A. Course Agenda</p>	
<p><b>REVIEW THE COURSE AGENDA WITH STUDENTS.</b></p>	
<p>B. Administrative Concerns</p>	
<p><b>COVER THE FOLLOWING ADMINISTRATIVE CONCERNS AS NEEDED:</b></p>	
<ul style="list-style-type: none"> <li>• Lodging</li> <li>• Transportation</li> <li>• Breaks—punctuality and cell phones</li> <li>• Classroom arrangement—small groups for exercises</li> <li>• Smoking policy</li> <li>• Message location and available telephones</li> <li>• Restrooms and drinking fountains</li> <li>• Other local concerns</li> </ul>	

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<p data-bbox="302 281 581 315">C. Class Roster</p> <p data-bbox="204 354 1047 514"><b>PASS AROUND THE MASTER SHEET AND HAVE STUDENTS MAKE CORRECTIONS TO THE SPELLING OF THEIR NAMES AND/OR MAILING ADDRESSES AND E-MAIL ADDRESSES.</b></p> <p data-bbox="204 554 1029 630"><b>COLLECT AND MAKE ANY CORRECTIONS TO COURSE CERTIFICATES.</b></p> <p data-bbox="204 669 1032 745"><b>PROVIDE A COPY OF THE CLASS LIST TO THE RECEPTIONIST OR MESSAGE TAKER.</b></p> <p data-bbox="204 785 1127 861"><b>PROVIDE THE STUDENTS WITH A FINAL COPY FOR FUTURE CONTACT WITH EACH OTHER.</b></p> <p data-bbox="204 900 537 934">VI. EVALUATION</p> <p data-bbox="302 974 639 1008">A. Instructor's Role</p> <p data-bbox="396 1047 987 1081">The instructor's role in this training is to:</p> <ul data-bbox="396 1121 1117 1438" style="list-style-type: none"> <li data-bbox="396 1121 776 1155">• Present information</li> <li data-bbox="396 1197 972 1230">• Facilitate the classroom exercises</li> <li data-bbox="396 1272 1117 1356">• Question the students and present solutions to the simulated exercises and case studies</li> <li data-bbox="396 1398 862 1438">• Answer student questions</li> </ul> <p data-bbox="302 1478 1081 1596">B. Students will be coached and evaluated by their aircraft unit instructor or other member of the instructor cadre.</p> <p data-bbox="302 1635 1109 1753">C. The unit instructor and other cadre members will be available to help students keep on track during all exercises.</p>	

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<p>VII. STUDENT PERFORMANCE</p> <p>A. Student Participation</p> <ul style="list-style-type: none"> <li>• Your participation is essential for successful completion of this course.</li> <li>• Group participation is emphasized because wildland fire operations require the aircraft dispatcher to interact with many people in various jobs and functions.</li> <li>• Successful coordination between the various people and functions is the key to success as an aircraft dispatcher.</li> </ul> <p>B. Student Evaluation</p> <ul style="list-style-type: none"> <li>• Each unit has measurable objectives; these define what the student will be able to do upon completion of that unit.</li> <li>• To satisfy the objectives, the student will be required to participate in the entire class and complete all exercises and assignments.</li> <li>• The cadre will evaluate each individual's performance as either passing or failing through observation of participation and execution of exercises.</li> </ul> <p>VIII. COURSE EVALUATION</p> <p>Students will complete a final course evaluation at the end of the course.</p> <p>The evaluations are used for analysis and future course improvements.</p>	

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<p data-bbox="203 279 662 315">IX. COURSE MATERIALS</p> <p data-bbox="203 359 1114 394"><b>INTRODUCE THE STUDENTS TO THE FOLLOWING:</b></p> <p data-bbox="300 434 672 470">A. Student Workbook</p> <p data-bbox="396 510 1127 678">The Student Workbook is designed to be a reference text for you and presents a mirror-like image of the Instructor Guide with added space for note taking.</p> <p data-bbox="300 714 794 749">B. Aircraft Dispatcher Job Aid</p> <p data-bbox="203 787 1003 863"><b>REVIEW EACH PAGE OF THE AIRCRAFT DISPATCHER JOB AID WITH THE STUDENTS.</b></p>	